

NARRATIVE SUPPLEMENTAL TO THE CIA ARCHIVES AND RECORDS CENTER

MONTHLY STATISTICAL SUMMARY FOR APRIL 1968

1. Accessioning

The total accessions amounted to 1,404 cu. ft.; 896 cu. ft. of this total consisted of inactive office records. The largest volumes were retired by O/Personnel - 27 cu. ft.; Foreign Missile and Space Analysis Center - 44 cu. ft.; Records Integration Division - 220 cu. ft.; Central Reference Service - 233 cu. ft.; NPIC - 95 cu. ft.; O/Finance - 92 cu. ft.; O/Training - 31 cu. ft.; O/Security - 36 cu. ft.; and Technical Service Division - 34 cu. ft.

The majority of the Supplemental Distribution accessioned during April consisted of 178 cu. ft. of NIS and 60 cu. ft. of maps. An analysis of the NIS shows that:

- 11 NIS Reports - 90 cu. ft. were reruns
- 11 NIS Reports - 81 cu. ft. were revisions
- 5 NIS Reports - 7 cu. ft. were new

There was an average of 64 cu. ft. received each day.

2. Reference

There were 10,353 reference items pulled and forwarded to the various requestors in the Agency, other US Agencies and Foreign Governments. It was necessary to make two Special deliveries of urgently needed documents, one for the DCI and one for DDP. There was an average of 470 reference items furnished each day.

3. Disposition

Disposition action was taken on 526 cu. ft. of records, 254 cu. ft. were destroyed at the Center; and 272 cu. ft. were returned to Headquarters. Disposition action was taken on an average of 24 cu. ft. each day.

4. Archives

The Archives received a listing from DCS reflecting all [REDACTED] reports that were not published and gives the reason they were not published. This will be a very useful document when servicing requests for [REDACTED] information reports. The large increase in the number of references to the Archives was due to large requests from Air Force, Army and DDP for Information Reports.

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5. [REDACTED]

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The extra copies of Agency produced maps are currently being moved to [REDACTED]. Only one load was moved during April due to the loss of one of the contract laborers to the draft, the extra processing time required by the maps and time required to relocate the remaining records in this area to make the space useable for new accessions. To date a total of 11,903 cu. ft. have been moved from [REDACTED] this, with the volume formerly stored in [REDACTED] and the new accessions from Printing Services Division brings the total at the [REDACTED] to 14,971 cu. ft.

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6. Total Holdings

The net increase for April was 878 cu. ft., bringing the Total Holdings to 103,274 cu. ft.

7. Visitors

The Director of OSI and 7 members of his staff were here to review their Vital Records.

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[REDACTED]	[REDACTED]	History Writer	21 days
	OS	" "	13 days
	OC	" "	2 days
	OTR	" "	2 days
	[REDACTED]	" "	2 days
3	OC	Briefing & Tour	
1	OSI	Screen Records	
1	RAB	Janitor & Bldg. Labor Problem	
26	Trends & Highlights	Briefing & Tour	
1	OS	Review OS History Writing	
16	CT's	Briefing & Tour	
1	OTR	Visit	
2	RID	Deposit Special Vital Records & Briefing & Tour	
3	OS	Briefing & Tour	
1	RAB	A&RC Survey	
4	NPIC	Discuss Supplemental Dist. & Archives	
1	OL	Visit	
1	RAB	Visit	

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8. General

1. [REDACTED] attended the ADP Orientation Course at Magazine Building, 2-4 April.

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2. [REDACTED] attended the Monthly IRAC Meeting at National Archives.

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3. [REDACTED] met with OBGI officials to discuss the preservation of presentation and briefing records.

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4. More testing has been done on the new alarm system, however, it is still not operational.